



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Beneficiary Involvement for Land & NR Use & Mgt

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number

B.6.2.3

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Beneficiary or lessee contact
1.2 Process Overview	<p>The Beneficiary Involvement for Land and Natural Resource Use and Management process performs an interactive service function between the beneficiary and the Land and Natural Resource Use and Management (LNRUM) process to explain, and disseminate information. The process begins through either a beneficiary making contact, or a proactive contact to the beneficiary. All contacts require that the beneficiary's identity is verified, and the contact is documented in the tracking system.</p> <p>Upon request, or whenever necessary, land and natural resources use and management transactions are explained to the beneficiary. The transactions to be explained include: leasing, consent, appeals, signatory approval and government authority to grant on highly fractionated lands. The trust officer provides explanations with assistance and support from the LNRUM process.</p> <p>With assistance from the LNRUM process, the Trust Officer explains the conditions of land use within a Management Unit and accept, for consideration, beneficiary intent or changes for the designated land use.</p> <p>The process assists the LNRUM process with receiving applications from potential lessee/operators. A workflow tool makes the information available to the appropriate office.</p> <p>The process also assists in the delivery of information to beneficiaries and interested parties on the results of land inventories and land assessments, including disposition of trespass. In addition, land ownership and land status information (Land Title Mapper map books), are provided to beneficiaries and interested parties, upon request, in order to help facilitate the more effective use of lease and idle lands.</p>
1.3 Stops With	Delivery of information to beneficiaries and interested parties.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Provide beneficiaries with convenient access to trust account services and information.
Develop and maintain effective communications with beneficiaries to facilitate their involvement in improving trust management, acquisition and disposal, and conveyances of trust assets, consistent with DOI's fiduciary duties.



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Goal/Objective

Develop an accessible point of contact who can provide any individual Indian or tribal representative with any requested trust asset information or service regardless of ownership region or area.

Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.

Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement

Discussions are held with the beneficiary or lessee to gather the needed information, including intent, and / or complete the required documents / applications for land and natural resource use and management related transactions. The beneficiary receives the results of land assessments.

4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency (Integrated Servicing Office)		Facilitate the interactions with the beneficiary and lessee concerning land and natural resource use and management trust transactions.
OST	Agency (Integrated Servicing Office)		Facilitate the interactions with the beneficiary and lessee concerning land and natural resource use and management trust transactions.



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Organization	Office	Role	Contribution
MMS	ICAM		Facilitate the interactions with the beneficiary and lessee concerning land and natural resource use and management trust transactions.
Compacted / Contracted Tribes	Tribal / Consortium Office		Primary contact with the beneficiary and lessee concerning land and natural resource use and management trust transactions.

4.2 External Organizations. Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution
None	

5. Event(s) Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Contact by either the beneficiary or lessee concerning land use activity	Beneficiary may make a request for some type of land use. Lessee may make a request for available land for lease.	
Environmental Assessment	Beneficiary is informed as to the results of an environmental assessment.	

6. Inputs and Outputs. Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
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Input	Description
Beneficiary request	Beneficiary request for lease, permit, right of way, utility easement, etc.
Lessee request	Lessee request for availability of land for leasing

6.2 Outputs

Output	Description
Approved agreement	Approved agreement includes contracts, permits, contracts, etc.

7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
Secretary's Trust Principles		Provides guidance on responsibility for the management of the Indian trust assets, information and records.
5 USC 552 (Privacy Act / Freedom of Information Act)		Provides protection of the beneficiary's identification and confidential personal information.
25 CFR 1200 (American Indian Trust Fund Management Reform Act)		Establishes oversight on DOI Trust reform efforts and allows the Secretary to discharge trust responsibilities.
25 USC 2201 (Indian Land Consolidation Act)		Provides guidance for tribes to acquire encumbered allotments.
25 USC 4001		Provides authority for 25 CFR 1200.
Note: Reference the Fiduciary Obligations Plan.		
Note: Cross-reference the Land and Natural Resource Use and Management process for additional obligations and controls.		



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7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
None		

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Trust Integrated Data	Provides access to the beneficiary's land and natural resource use and management information.
Tracking System	Tracking data is annotated with the details of the land and natural resource use and management transaction and with the recipients of the land use and management documentation.

9. Inter-Process Relationships

Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors.

Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
UM.2.1.1	Advertise Land Use Availability	Promote and advertise available lease lands using the developed material.
UM.2.2	Award Tribal Enterprise	Assist with awarding the land use contracts.
UM.2.3	Perform Tribal Allocation	Assist with awarding the land use contracts.
UM.2.4	Conduct Bidding	Assist with awarding the land use contracts.
UM.2.5	Negotiate Land Use Contract	Assist with awarding the land use contracts.
UM.4.2	Document Owner or Special Use	Make notification concerning the condition of land or a trespass on trust lands.



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Process No.	Name	Condition of Relationship
UM.4.3	Assess Management Unit Use	Provide assessment results to the beneficiary.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
B.3	Communicate Information	Provide response to inquiry / request to the requestor.
UM.1.1	Establish Management Unit Baseline	Provide beneficiary's intent or changes to land use. Provide beneficiary rights information gathered during discussions with beneficiary.
UM.1.2.3	Evaluate Consent Responses	Provide the consent information gathered from beneficiaries.
UM.2.1.3	Process Land Use Application	Provide information and / or documentation gathered during discussions with the beneficiary.

10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
None	